

The background of the document features a faded image of the Wisconsin State Capitol dome. At the top, there are three thick, wavy red stripes that curve across the page.

Wisconsin Office of Justice Assistance
1 S. Pinckney Street, Suite 615
Madison, WI 53703-3220

Scott Walker
Governor

Homeland Security
***WISCOM Enhancement for
Public Safety Communications (2010)***

Grant Announcement

**EXTENDED FOR ELIGIBLE APPLICANTS TO
SEPTEMBER 29, 2011**

**Applications accepted from WISCOM Concept Paper Recipients only
and must be submitted through
Egrants by June 30, 2011 or as otherwise established.**



Important Contact Information for this Grant Opportunity:

Program/Policy:	David Spenner (608) 261-7535 or david.spenner@wisconsin.gov
Budget/Fiscal:	Shannon Ladwig (608) 261-7015 or Shannon.ladwig@wisconsin.gov
Egrants Assistance:	Weekdays, 8am – 4:30pm Email: OJAEgrants@wi.gov Local calls: (608) 267-9068 Toll free: (888) 894-6607

The Egrants Application Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the Egrants page of our website: <http://oja.wi.gov>.

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Program Area: Homeland Security

Grant Title: WISCOM Enhancement for Public Safety Communications

Description: The purpose of the WISCOM Enhancement for Public Safety Communications Grant is to improve emergency response to incidents jeopardizing life safety or protection of property. Common to such incidents is the need for interoperable voice radio communications among public safety first responders. This grant affords local agency operations greater access to an existing public safety radio network (WISCOM) through engineering, equipment, training and protocol development.

Opportunity Category: Non-Competitive

The following dates apply to Iowa County. Other eligible applicants will receive notice of due dates and project start and end date upon their notice to OJA of an intent to apply.

Application Due Date:	June 30, 2011 (Iowa County); September 29, 2011 (all others)
Project Start Date:	May 10, 2011
Project End Date:	The end date for Iowa County is September 26, 2012 with a possible extension with adequate justification to December 31, 2012. Other applicants will have an end date no later than December 31, 2012.

Anticipated Funding Amount: This is up to \$800,000 of one time funding to each recipient.

Match/Cost Sharing Requirement: None, but the total project must be at least \$900,000 resulting in a local investment.

Eligibility: This one-time grant opportunity was developed as follow through to the November 4, 2010 OJA Call for Concept Papers. Submitters of those papers were offered technical assistance to evaluate local system build out of the statewide public safety radio system (WISCOM) for local operations. The following jurisdictions participated in the technical assistance and are eligible to apply for this funding, providing they participate through the completion of technical assistance. Recipients of this grant are required to adopt Level 3 and 5 usage of WISCOM for 10 years for their public safety voice communications.

Iowa County	Kewaunee County	Taylor County
Douglas County	City of Fond du Lac	

Eligible Expenses: All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

Funding may be used for consulting, equipment, supplies and travel/training – more specific detail is in the Budget Detail Section of the full announcement.

WISCOM Enhancement for Public Safety Communications (2010)

The Wisconsin Office of Justice Assistance (OJA) provides financial and technical assistance to public safety, first response and emergency management agencies throughout the state. As the State Administering Agency for state and federal criminal justice and homeland security grant funds, OJA is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for a share of the available funds.

Program Description

Through this grant announcement, OJA is seeking an application for projects geared toward improving emergency response to incidents jeopardizing life safety or protection of property. Common to such incidents is the need for interoperable voice radio communications among public safety first responders. This grant affords local agency operations greater access to an existing public safety radio network (WISCOM) through engineering, equipment, training and protocol development.

Although there is currently no continuing funding for this project, it is hoped that it will demonstrate how WISCOM can provide public safety communications efficiently and economically.

A grant request will require justification, which should include how the funds would benefit the community and how the funds would improve public safety emergency response.

Award Information

Funds are being made available through Homeland Security Grant Programs. Up to \$800,000 is available per recipient. Upon application approval, the project director of the recipient agency will receive paper grant award documents by mail in approximately 30 days. Total funding could rise to a total of \$4,000,000.

Grant expenditures will be reimbursed when spending is documented and submitted to OJA. There is no match required, although the project's overall budget will detail a total project scope that exceeds \$900,000, resulting in some level of local investment.

Submit Applications Using Egrants

Applications must be submitted through the OJA Egrants online grants management system. If you have never used OJA Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self registration' process. On the account registration site, you will have a choice between the OJA Egrants and Commerce eGrants. Please take care to select **OJA Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The OJA help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the OJA website (Egrants page). If you have any problems using Egrants, please contact our help desk at OJAEGrants@wi.gov or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

Application Components

Through Egrants, you will provide OJA with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to David Spenner at (608) 261-7535 or at david.spenner@wisconsin.gov.

Please note: The concept paper that was the basis of your application should be included in this grant application.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit.]”

Responses to this section will be used on the OJA website, cited in OJA reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Answer Yes or No to each question.

3. Performance Measures

Your progress towards accomplishing your project according to the submitted timeline will be measured and reported in quarterly reports.

4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Equipment can consist of infrastructure, subscriber radios and paging system infrastructure. Each sub recipient department or agency serving within your county or municipality must be listed separately if they are receiving subscriber radios. Any technical assistance report that

was in part foundation for your application must be referenced and attached (electronically preferred) to your application. If it is not submitted electronically contact the program manager for information on how to submit a paper copy.

Budget categories and general definitions are provided below.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.485/mile
- Lodging: \$70/night (\$80/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$9/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$17/dinner (returning after 7 p.m.); \$5/breaks

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual”.)

Equipment: Tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Homeland Security equipment grants require that all equipment (regardless the cost) be entered in this category so that applicants can select from authorized equipment lists. Equipment is defined as items used for prevention, emergency response, and recovery operations. The allowable categories and equipment standards are listed on the web-based version of the Authorized Equipment List (AEL) at <https://www.rkb.us>.

Allowable equipment could be:

1. Radio site infrastructure consisting of supporting electronics, power supplies, repeaters, antenna systems, filters, microwave or other backhaul solutions, dispatch console/interfaces and similar items with justification. Site acquisition, shelters, licensing fees paid to the federal government, and other site expenses that have environmental, natural resource, or historical implications do not qualify under this grant.
2. Subscriber equipment consisting of VHF mobile and portable radios for recipient and sub-recipient agencies that meet the specifications in the special conditions (listed below).
3. Paging system infrastructure upgrades and modifications to enable agency transition to WISCOM level 3 and 5 usage. Site acquisition, shelters, licensing fees paid to the federal government, and other site expenses that have environmental, natural resource, or historical implications do not qualify under this grant.

Supplies and Operating Expenses: Includes consumables such as paper, stationary, postage, software and operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo x 12 months = \$1,800.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project. Consultant fees in excess of \$450 per 8 hour day require additional justification (contact OJA). List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, lodging, meals, etc.). Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by OJA. No fund reimbursements will be made prior to receipt of the contract. Proposed contracts cannot duplicate consulting previously provided under any earlier OJA grant.

Note on Procurement: OJA requires any purchases/contracts to be made through the agencies' own local procurement procedures and regulations. Check with your own officials to see whether equipment or services requested in the grant need to be put out to bid or if a sole source can be used.

Budget Modifications: Once your Egrants application is submitted to OJA, any significant changes to the budget will require an Egrants modification request. Contact the program manager for pre-coordination if you intend to submit a modification.

5. Budget Narrative

Please describe how your budget relates to the overall program/project strategy to implement daily public safety voice radio communications onto WISCOM. While this grant does not require a match, it is expected that the project will require the investment of other funding to accomplish the full project's scope. The level and source of the other funding will be described in this narrative and is to exceed \$900,000. If your proposal includes the purchase of subscriber radios, describe how those radios will be distributed among participating agencies, ensuring improved interoperability. OJA will be looking for consensus among participating agencies over the distribution of funded subscriber radios. Provide information how that consensus is demonstrated.

6. Agency Profile

Sample language: Briefly describe your agency and each sub-recipient agencies in terms of population served, number of staff (Sworn/Non-sworn), whether there is normally 24/7 coverage, and any other relevant details. Your agency and sub-recipient agencies or departments will be those who adopt Level 3 and 5 usage of WISCOM (see WISCOM procedures for Level 3 and 5 usage definitions).

7. Project Narrative

Describe your project in detail, including the agencies that will use WISCOM for daily operation (describe in terms of dispatch, command channels, local tactical channels, etc.) and the tower sites to be utilized in the project. Include implementation timelines for procurement, installation, optimization, and training. If other agencies will be migrated to

WISCOM daily usage beyond the grant period, describe the funding, timeline for those efforts. While this grant does not require a cash match, it is expected that the project scope will be consistent with what was proposed in the consulting report provided for through the OJA Concept Paper Grant. Deviations from the Concept Paper Report in terms of coverage and capacity must be explained. A document will be electronically submitted with the application describing the coverage and capacity anticipated in your jurisdiction as a result of this project.

To attach a document to your Egrants application you must type “See Attached” in the text box to enable the document attachment tool.

8. Other Funding

Please describe the local funding that is being invested in this project to accomplish the outcome.

9. Required Attachments

Please attach the following documents to your application in this section:

- ☐ Your original Concept Paper applicable to your unit of government.
- ☐ WISCOM RF Mobile Coverage Map for your service area.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. OJA staff will review applications to insure consistency with statewide strategies and make funding recommendations to the OJA Executive Director. All final grant award decisions will be made by the OJA Executive Director.

Grantees who fail to perform to expected grant standards may be ineligible for future grants. The following actions may result in a poor standing with OJA:

- Excessively requested and returned (unused) funds on prior homeland security grants
- Failure to substantially accomplish a proposed and funded initiative under a prior grant
- Failure to comply with past grant requirements, special conditions, timely reporting or failure to close awards by an established grant deadline
- Received an OJA Compliance Report that indicates an exception to the compliance requirements within the past 18 months.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements.

In addition to any special conditions described in your award documents and reporting requirements contained in Egrants, you must agree to comply with additional applicable requirements prior to receiving grant funding. These conditions will be included in your grant award documents.

Additional applicable award requirement include:

1. Agencies that receive grant-related funding are required to deliver training to users on proper channel usage and full-functionality of the radio equipment purchased under this program.
2. Statewide Interoperability Communications Plan compliance: Communications projects and equipment purchases must comply with Wisconsin's Statewide Interoperability Communications Plan.
3. Equipment Maintenance and Disposal: Equipment shall be maintained and available for use as intended by the grant for the duration of its useful life. Disposal of equipment must follow all applicable state, federal, and local guidelines. The grantee must maintain records of any equipment disposal or transfer of ownership. Any proceeds from the sale of equipment at or near the end of its useful life will be considered program revenue and must be reinvested into equipment that enables WISCOM usage. Transfer or disposal of equipment prior to 10 years from the date of procurement or at the end of its useful life will be with permission of OJA.
4. P25 Compliance: All communications equipment purchased through this grant must be compliant with the most current ANSI/TIA/EIAA-102 Phase 1 (Project 25 or P25) suite of standards.
5. Subscriber radios will meet the current these requirements:
 - Compliant with current P25 standards Phase 1, Version 2
 - AMBE+2 Vocoder or equivalent that meets the current P25 standard
 - P25 digital trunking enabled
 - Provide 512 channel minimum capacity
 - Minimum capability of 128 control channels
 - Capable of Alphanumeric Display
 - 138-174 MHz band spread □ Wideband antenna (139-169 MHz or better)
 - Programmed according to Statewide Mutual Aid Frequency Plan within the Statewide Communications Interoperability Plan (available for download on the Interoperability website at interop.wi.gov) with a minimum of 24 narrow banded statewide mutual aid channels.
 - Programmed with the appropriate WISCOM talk groups
6. Any regular maintenance and/or calibration required to ensure the accuracy and dependability of the requested equipment must be completed in accordance with the manufacturer's recommendations and specifications for 10 years from the first day of Level 3 and 5 usage for daily operation.
7. It is important for OJA to be aware of county intent to implement the project. Unless waived by OJA, it must be demonstrated that at least fifteen percent of the award is committed through submission of a copy of a purchase order (PO) within 90 days of award. This purchase order **must not** be related to subscriber radios. The PO will be electronically attached to the first quarterly progress report. Note: This PO that is part of the Progress Report **is not** part of your submission for Financial Reporting and reimbursement.

8. The grant recipients agree to remain Level 3 and 5 users of WISCOM for at least 10 years from the first day of Level 3 and 5 usage for daily operation. After that date, the equipment procured with this grant may be repurposed as determined by the grant recipients.
9. Recipients agree that a co-signed “System Use Agreement” will be negotiated with the Statewide System Management Group by July 1, 2011 and prior to any grant funding expenditure or contractual obligation. The deadline can be adjusted with OJA pre-approval.
10. While this grant does not require a cash match, the recipient should report any expenditure from other funding sources on quarterly progress reports and financial reports. Also include copies of support documentation at the time of requesting reimbursement.
11. The project scope may not be modified without prior OJA approval. The recipient agrees that any change in the project that results in a substantive reduction in capacity or coverage of WISCOM VHF communications will not occur. Any change in project scope without prior approval will result in the cancellation of the award.

Additional Resources

Additional information about the Office of Justice Assistance and resources to assist with Egrants is available as follows:

- Office of Justice Assistance website: <http://www.oja.wi.gov>
- A helpful [Egrants User Guide](#) is posted on the Egrants page of the OJA website. It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30PM.
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